Appendix 2

National Aeronautics
and
Space Administration
(NASA)

Fleet Management Plan

FY 2013

Submitted by:

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In accordance with Presidential Memorandum: Federal Fleet Performance (dated May 24, 2011) Federal Agencies should operate only as many fleet vehicles as needed to work efficiently, leveraging Federal purchasing dollars to build manufacturing capacity for more alternative fueled vehicles, and reducing petroleum consumption through efficiency and alternative fuels.

NASA Fleet inventory assets are provided for administrative infrastructure or to funded mission(s) as support to accomplish activities approved as part of specification(s) or statements of work for incorporation into solicitations or resulting contracts. As NASA administrative/mission changes with Appropriated funding approval, or upon reaching program/contracting milestones; vehicle assets are annually reviewed and validated to ensure vehicle requirements are properly allocated and utilized base on those approved program/mission requirements. The process to set vehicle requirements, based on mission/program requirements, establishes the approved fleet inventory for the Agency. Approved project/mission growth or reduction can predict future vehicle asset requirements. In FY 2012 Vehicle Utilization Review Boards (VURBs), contractor input, including CTO oversight projected a 10% reduction in vehicle fleet assets through FY 2015, and NASA represented this projected reduction as "NASA's 2015 optima fleet" within the Vehicle Allocation Methodology (VAM) submitted in FY 2012. However, changes in administrative direction in either programming or mission funding through the next three fiscal years could influence the actual fleet inventory counts in FY 2015.

NASA submits the following Fleet Management Plan Plan, highlighting the policies and processes to achieve the presidential guidance and metrics set forth in Executive Order 13514.

NASA Procedural Directives (NPD) and NASA Procedural Requirements (NPR) documents set forth transportation and general traffic management responsibilities and procedures governing the use of commercial and Government transportation resources.

NASA Headquarters' authorities to direct Center Transportation Officers to perform tasks associated with the Fleet Management Plan are located in the following documents:

- Energy Policy Act of 1992 and 2005.

- Executive Order 13423 – Strengthening Federal Environmental, Energy, and Transportation Management, and Energy.

- Executive Order 13514 - Federal Leadership in Environmental, Energy, and Economic Performance.

- NPD 6000.1C – Transportation Management.

- NPR 6200.1C – NASA Transportation and General Traffic Management.

Additional, NASA provides guidance to Center Transportation Officers through NASA's Fleet Management Handbook. The Fleet Management Handbook provides guidelines for specific actions addressing the requirements of the Vehicle Allocation Methodology. These guidelines

support NASA policies by requiring analysis and adjustments to be conducted during annual Vehicle Utilization Review Boards (VURBs) or in response to programmatic challenges.

NASA Center Transportation Officers (CTOs) exercise management and control over all assigned vehicles. The CTOs annually evaluate NASA's entire vehicle fleet for both existing vehicle assignments and reviewing new requests for transportation support. Each Center maintains an approved list of vehicle assignments as part of their Table of Authorized Vehicles (TAV). The list includes contractor-furnished vehicles that are assigned, operated, and maintained by the contractors. Additional vehicle assignments must be related to mission change and supported with valid justification (Form NF 1759). Any acquisitions that exceed the approved TAV must be approved in advance of the acquisition by NASA HQ Agency Transportation Manager. Centers are strongly encouraged to maintain a zero growth policy.

The following process/factors are considered as each CTO develops its vehicle baseline:
   a) Require each customer to submit a written justification for each additional assignment using NASA Form NF 1759.
   b) The CTO evaluates each submission, focusing on what the vehicle is used for in terms of passenger movement, cargo movement, material movement, or mission essentiality of the vehicle.
   c) The CTO reviews the requirement and advises the best overall solution to support the smallest sized vehicle option, which still meets the requirements of the mission/program.
   d) The CTO must consider other means of support besides assigning a vehicle asset; i.e., Privately-Owned Vehicle, taxi, bus, pool vehicle, rental vehicle, shared vehicle or Low Speed Electric Vehicle (LSEV).
   e) An Agency developed decision table is applied to aid the CTO in determining whether a vehicle should be assigned.
   f) Analyze past and expected utilization: if only 25% of average utilization is currently being met, continued assignment may not be warranted.
   g) Types of assignments for each customer shall be based on the specific requirements of each customer. Therefore, assignment of Government-owned or leased vehicles may be permanent or temporary.
   h) Develop preliminary TAV based on evaluation of the data captured on each Form NF 1759, showing current and recommended levels.
   i) Coordinate findings with customers and offer opportunity for rebuttal, especially if recommendation is to reduce assignments.
   j) Consider customer recommendations and then make final decision on baseline mix.
   k) Retain TAV level and only adjust when mission changes warrant.
   l) Once the customer baseline TAV is established, develop a baseline TAV for pool vehicles if applicable.

   Note: Center Transportation Officer's who already have an established and approved baseline in place are not required to re-establish the baseline.

NASA's Fleet Management Handbook, Chapter 4 sets performance metrics including utilization. As each Center varies in fleet size and mission, each Center establishes minimum miles and

hours for determining underutilization. Travel log(s) can help evaluate vehicle utilization and their use is encouraged in sub-pools or other appropriate areas. If applied, the recommended transaction data recorded within travel logs should include; number of trips per month, mileage per trip, total mileage per month, check-out date and time, and check-in date and time.

Each NASA Center conducts annual reviews of fleet vehicle utilization during the third quarter of the fiscal year. The reviews identify fleet units that fail to meet minimum utilization goals and then recommends disposition of the subject vehicle(s), in accordance with Agency disposition policy.

Beginning in the first of each calendar year, the CTO generates a utilization report for every vehicle in the Center's fleet. The report is created in a spreadsheet software program to allow calculations to be performed on the data. The following format may be used as an example:

BOAC	Type	License #	Year	Make	Model	Organization	Average Annual Usage (Miles)
807000	Sedan	4567	2003	Ford	Taurus	Research	6,157
807078	Truck less than 12,500 pounds GVWR	7654	2001	Ford	F-150	Facilities	9,496

Calculate the average annual usage by vehicle type for the Center. The result should be similar to this example:

Motor Vehicle Type	Average Annual Usage for 2004
Sedans/Station Wagons	8,600 miles
Ambulances	2,400 miles
Buses:	
Intercity	14,280 miles
City	12,966 miles
School	16,440 miles
Trucks	
Less than 12,500 pounds GVWR	10,766 miles
12,500-23,999 pounds GVWR	8,654 miles
24,000 pounds GVWR and over	6,448 miles

Calculate the "Utilization Target Point" for each type of vehicle by multiplying the average usage by 25% (.25) for each type. For the example above, the Utilization Target Points would be:

Motor Vehicle Type	Utilization Target Point
Sedans/Station Wagons	2,150 miles
Ambulances	600 miles
Buses:	
Intercity	3,570 miles
City	3,241 miles
School	4,110 miles
Trucks	
Less than 12,500 pounds GVWR	2,691 miles
12,500-23,999 pounds GVWR	2,163 miles
24,000 pounds GVWR and over	1,612 miles

Identify individual vehicles within each type where usage fell below the Utilization Target Point during the respective year. Label these vehicles in the report as "under-utilized." This list constitutes the "Utilization Target List."

During the 3rd quarter of the Fiscal Year, the CTO notifies organizations and the Center Director of vehicles not meeting the Center's stated utilization goals and that further action may be taken regarding the disposition of the their vehicle. Vehicles are on the Utilization Target List will be evaluated for possible actions that include:

    a) Removal from the fleet
    b) Re-assignment within the Center
    c) Exchanged for another vehicle of a similar type with higher miles
    d) Exchanged for a different type of vehicle that better suits the mission
    e) Retention with proper justification
    f) Turned in to GSA

Vehicle users may request exemptions to the minimum mileage specified for assignment or retention of a fleet vehicle. Other utilization goals such as passengers or tonnage carried or hours used should be applied if mileage is not an accurate measurement for a particular vehicle's mission. Mileage accumulated on these types of vehicles should not be included in the annual mileage target for the fleet.

Organizations with vehicles on the Utilization Target List must submit a new Form NF 1759 to the CTO at least two weeks before the end of the 3rd quarter of the Fiscal Year. The CTO organizes and reviews all inputs, including late NF 1759 submissions; the objective is to finalize a report for the VURB by the end of 3rd quarter of the Fiscal Year.

The VURB will meet as soon as possible in the 4th quarter of the Fiscal Year to review the responses from organizations with vehicles on the Utilization Target List. One of two possible actions must result:

    a) The VURB approves continued use of the vehicle;
    b) The VURB disputes the using organization's recommendation;

The CTO provides final results to the users, notifies users of action(s) required and submits a summary of actions taken by the VURB to the NASA Agency Transportation Manager.

Vehicles that have undergone a complete dispute resolution process and were approved for retention should still be considered for exchange with higher mileage units of a similar type whenever possible in order to "balance" utilization for the overall fleet.

When applicable, excess GSA vehicles shall be turned in to GSA as soon as possible.

As a result of the VURB process, NASA's objectives are:
   a) Optimize Use of the Vehicle Fleet.
   b) Acquire and/or adjust the size and functional utility of each vehicle to match the program's needs and/or mission's requirement (right sizing the vehicle fleet).

   c) Acquire Alternative Fuel Vehicles (AFVs), Flex Fuel Vehicles (FFVs) or Low Greenhouse Gas (GHG) emitting vehicles during "end of life cycle" replacements, for the current vehicle requirements.

NASA's fleet Management Plan highlights our commitment to achieving all Fleet Performance metrics and the policies and processes we have established to assure success.